COLLABORATIVE LEARNING TRUST
Working Together to Secure Success

NETWORK MANAGER

INFORMATION FOR APPLICANTS

NJC Grade PO2 Scale Points 29 – 32

Actual Salary £39,862.00 - £42,839.00 Per Annum
(NJC 2026 Pay Award Pending)

37 Hours Per Week

Permanent – All Year Round

Required ASAP

NETWORK MANAGER

Locations:	Based in Otley, with travel to All Trust Schools
Contract:	Permanent, All Year Round
Closing Date:	Friday 13th March 2026 at noon
Selection Day:	w/c Monday 16th March 2026

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NETWORK MANAGER

Thank you for your enquiry regarding this post.

Please look on the Trust's website for more information about the Trust

You will find in this booklet:

- Information about the post
- Information from the CEO
- Job Description
- Person Specification
- Guidance for completing the application form

If you have a disability and require this information in a different format, for example, Braille, larger print or on CD, please contact the trust:

01943 262203

The closing date for applications is **Friday 13th March 2026 at noon**. Please note that it is our policy not to accept late applications. Shortlisting will commence immediately with interviews taking place week commencing **Monday 23rd February 2026**.

Following the closing date, a recruitment panel will review the information provided and consider how well it matches the person specification. Shortlisted candidates will then be invited in for interview and references taken. On the interview day a number of sessions may be organised which may include completing a typed task. The results of these sessions will inform the panel in their decision to take candidates through to a formal interview.

Our schools are committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All appointments will be subject to an Enhanced Disclosure and Barring Service check.

We aim for diversity within our workforce. Applications are welcome from all, irrespective of sex, sexual orientation, gender identity, race, religion or belief, marital status, age or disability.

All Collaborative Learning Trust schools are non-smoking/vaping sites.

Please note it is the Trust's policy that reimbursement will not be made with regard to candidates' expenses.

INFORMATION ABOUT THE POST

We are seeking an experienced and committed Network Manager to join the Collaborative Learning Trust central team.

The Network Manager will have a background working within a busy IT team; demonstrable experience in planning and implementing technical solutions, supporting of servers and desktop operating systems. The Network Manager must have strong experience in technical troubleshooting and problem solving, being able to assist colleagues in issue escalation and able to fashion creative solutions. In addition, as part of this role, the individual will be expected to deal with any system issues as and when they occur. Travel to all Trust schools will be required as part of the role, and so a driving licence is essential.

The role will involve managing, developing, and supporting Trust Member infrastructures, as well as working closely with 'Director of IT', ensuring reliable delivery and continued progression of all related CLT IT Systems.

INFORMATION ABOUT COLLABORATIVE LEARNING TRUST

Currently the Trust comprises:

1. Prince Henry's Grammar School, Otley, Leeds
2. Bramhope Primary School, Bramhope, Leeds
3. St Mary's Church of England Primary Academy, Hunslet, Leeds
4. Micklefield Church of England Primary Academy, Micklefield, Leeds
5. All Saints Church of England Primary School, Little Horton Green, Bradford
6. Trinity All Saints Church of England Primary School, Bingley
7. Ashfield Primary School, Otley, Leeds
8. St Oswald's Church of England Primary School, Guiseley, Leeds
9. The Whartons, Otley, Leeds *(expected to join May 2026)*

VISION

The Collaborative Learning Trust will be recognised as a highly successful learning community that provides outstanding, sustainable, and inclusive 'nursery to 19' education for young people of all abilities. Students will leave Collaborative Learning Trust schools having enjoyed their education and developed into lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to, and succeed in, our 21st century society.

Our vision is underpinned by the following values:

- **Education for the common good of the whole community** – supporting the development of lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to society

- **Education for dignity and respect** – a focus on equality for all, trust, integrity, respect and an appreciation of diversity

- **Education for wisdom, knowledge and skills** – high quality teaching and learning designed to secure the 'all round' education of young people and engender a passion and enthusiasm for learning

- **Education for hope and aspiration** – a culture of aspiration and success (in students, staff and governance)

This will be achieved through:

- A commitment to a genuinely collaborative approach to ensure sustained school improvement towards the vision

- Strong ethical leadership and behaviour at all levels

- Autonomous ethos and identity for each school, whilst sharing core values and vision across both church and non-church schools

- Effective staff professional development and opportunities for excellent practitioners to develop their career

'We as a Trust have signed up to the Yorkshire and Humber climate action pledge, making a commitment to protecting the climate and nature'

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COLLABORATIVE LEARNING TRUST EMPLOYEE BENEFITS

The Collaborative Learning Trust promotes employee wellbeing across all of our schools. One of the many ways we implement this is through our fantastic employee benefits which include:

Employee Assistance Programme:

A 24/7 confidential advice and counselling helpline available at no cost to all employees.

Pension Scheme:

We offer a fantastic teaching and support staff pension scheme.

Cycle to work scheme:

Spread the cost of a new bike over 12 or 24 months through salary sacrifice (terms and conditions apply).

Home and Tech scheme:

Spread the cost of a Curry's, John Lewis or Ikea gift card over 12 months through salary sacrifice (terms and conditions apply).

bYond:

A pre-paid card that lets you earn cashback when shopping at your favourite stores.

Extras discounts:

Save up to 10% on the upfront cost of a wide range of big-brand gift cards.

Tastecard Promotions:

Discount on an annual subscription which allows you to Save up to 50% off at hundreds of participating restaurants.

RAC Membership Cover:

A 12 month salary sacrifice offering different levels of cover options for up to 4 vehicles (terms and conditions apply).

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JOB DESCRIPTION: NETWORK MANAGER

Name:	
Job Title:	**Network Manager**
Subject:	**IT**
Salary Grade:	**NJC Grade PO2 Scale Points Point 29 - 32** **Actual Salary £39,862.00 - £42,839.00 Per Annum**
Contract Type:	**Permanent – All Year Round**
Hours:	**37 Per Week** **08:00 – 16:00 With A 30-Minute Unpaid Break**
Responsible to:	**Director of IT, Collaborative Learning Trust** **Headteachers at relevant Trust Schools**
Line Manage:	**Director of IT**

BUSINESS BACKGROUND

As a growing Multi-Academy Trust, founded on existing school partnerships in Yorkshire, we are proud of what we have achieved so far and excited about the future. Our aim is to constantly strive to support the development of lifelong independent learners in a child centred and inclusive Trust. We believe that this can only be achieved by building strong partnerships so that schools within Yorkshire are able to draw on the very best practice, wherever that may lie, and share expertise across the Trust.

The Collaborative Learning Trust places children at the very centre of everything that we do. The provision of key central services by the Trust enables individual schools to focus even more on providing an outstanding school experience for children and young people – in line with the Trust's vision.

There is no doubt that working together in a formal partnership brings many benefits. At the same time, the Collaborative Learning Trust differs from many Trusts because we also recognise the importance of autonomy. Every school has its own context and challenges, so will need to respond to these specific needs, whilst working towards a shared vision, underpinned by shared values. This is why we have created a Trust that welcomes all schools from across our region. Our legal structure means that church and non-church schools can work together as part of our Trust. This means all types of school will be able to benefit from our high-quality central services, school improvement support and access to best practice. All types of school are able to maintain their individual identity. This is what makes the Collaborative Learning Trust so special.

PURPOSE OF THE ROLE

The role will involve managing, developing, and supporting Trust Member infrastructures, as well as working closely with 'Director of IT', ensuring reliable delivery and continued progression of all related CLT IT Systems. You are responsible for maintaining the high standards expected from Trust Members to provision outstanding platforms to facilitate their own 'unique' Teaching & Learning. You will be exposed to technologies such as desktop, servers, virtualisation, network infrastructure, disaster recovery, business continuity, hosting services, Public and

Private Cloud, Security, and bespoke managed solutions; working closely with 3rd party vendors on behalf of both the Trust and its Member Schools.

The Network Manager will have a background working within a busy IT team; experience in designing and implementing technical solutions, supporting of servers and desktop operating systems. The Network Manager must have strong experience in technical troubleshooting and problem solving, being able to assist colleagues in issue escalation and able to fashion creative solutions. In addition, as part of this role, the individual will be expected to deal with any system issues as and when they occur.

The responsibilities fall into the following areas.

- Supporting the Client – working throughout a variety of sites across the Trust, as per Trust requirements dictate, you may be working with, Line Managing, or even be the onsite presence (depending on location), working on both issues raised by Member clients and constant development/improvements, understanding the different business needs of the Member clients, and recording all key information to support them. You will be a key presence in delivering the Trust's long-term strategy and development plan; required to work closely with the Trust Senior Management Team to help devise a roadmap for both now and the future. Key input into High level meetings, working closely with the CLT IT Support Team Members and, on occasion, with major stakeholders, ultimately reporting to the Trust Director of IT.

- Achieving SLA targets – Managing your time to prioritise urgent issues whilst ensuring all requests meet any contracted SLA's.

- Client Satisfaction – Owning issues through the initial phases of support and keeping the clients informed of all progress with the issue. Working with all Trust Member clients to ensure a quick and effective resolution to any item raised. Deliver effective communication with all Member clients, including Directors.

- Documentation – Working within the CLT IT Support Team to ensure all client documentation is updated and correctly recorded in the relevant system aiding effective closure times. Documentation includes client's infrastructure, E-mails, and updating of system to aid the support process and allowing other parts of the business to effectively manage the end to end process. It is essential that data is accurate, recording in Help Desk Systems (where applicable) and also Microsoft's 365 Cloud Infrastructure to ensure the CLT IT Support Team can accurately report on services provided, ticket status, and activities undertaken etc.

- Supporting the onsite team – You will manage, develop, mentor, and support all associated CLT IT Support & onsite technicians to ensure they are delivering the quality of service expected by the client. You will be the first point of escalation for the Member client(s) and the CLT in all communications.

- Liaising with 3rd party suppliers – When necessary, request support from external suppliers regarding hardware, software, platform/applications or connectivity support. Communicate updates to the Member client(s) and ensure 3rd party meets its SLA targets.

- Managing Personnel - Manages personnel and develops all CLT ICT Support based staff providing training and support as needed. Liaising with CLT Director of IT, contribute to reviews progress of technical support roles throughout CLT IT

Support Team, recommending practical improvement for staff and Member client(s) where applicable. Overall management of the CPD in terms of your immediate Team.

Key Responsibilities

Supporting the Client

- The Network Manager will be responsible for the professional delivery of all related CLT Trust IT Services to the Member client's staff and its leadership.
- Within the CLT IT Support Team, working closely with the Director of IT, you will be required to play a key role in scoping, planning and implementation of a Trust Development Plan, working with major Stakeholders at Board level, reporting directly to the Trust CEO.
- The CLT Network Manager will be a leading contributor to the ongoing development of the relationship, infrastructure and development of its Member schools.
- Discussing any issues with peers and line management.
- Supporting the Member client base with a varied range of technologies including desktop support, Microsoft 365, E-mail, connectivity, printers, telephone systems & 3rd party applications.
- Keeping the client and associated tickets updated with developments and plans for resolution.
- Handle escalated calls from within the CLT IT Support Team.
- Administer and maintain Member client infrastructure, including Microsoft Windows Server 2019 and above, Active Directory, LAN, Internet access, firewalls, Microsoft 365, Azure, Antivirus/Security, Papercut and a plethora of internal and 3rd party systems.
- Administer client Hypervisors Hyper-V 2019 and above with diverse Infrastructures including SAN and NAS, alongside robust Bare-Metal backup systems.
- Administer software applications and desktop operating systems. Assist in streamlining applications across the CLT Member sites where possible.
- Troubleshoot server and network performance Monitoring Systems to ensure any necessary action is taken as/when necessary.
- Management of relationships with third parties for any escalated tickets.
- Keep operational documentation up to date.
- Assist in researching, recommending and planning infrastructure systems.
- Ability to self-drive and scope projects successfully whilst working to budgetary constraints, manage planning and logistics all from a technical viewpoint keeping the school's focused front and centre.
- Manage and maintain client Backup solution including Veeam and offsite (Bare-Metal) solutions.

Achieving SLA targets

- Leading peers and CLT IT Support Team to ensure all issues are actioned within specified SLA(s).
- Identify and react to trends via activity through various ticket reporting tools.
- You will be expected to meet or exceed Member client expectations with regards to the SLA(s).

Client Satisfaction

- Ensure that the Member client is satisfied with the outcome & with their experience of CLT IT Support Team. Successfully address any shortfalls as/when they occur to resolve and mitigate recurrence.
- You will need to work to achieve the highest standard of response and identify when assistance is required to achieve this.
- When required, provide information pertaining to service delivery by providing information about ongoing tickets and reports relating to Member sites.
- Forge robust relationships with Member sites to build a level of Trust and confidence.

Documentation & Information

- By providing regular and effective documentation you will help to maintain and suitably monitor a Member client's systems and networks.
- Accuracy and detail are key to effective documentation; it is expected that all relevant documentation will be completed and available to other CLT IT Support members (knowledge sharing).
- All tickets need to accurately reflect status and must be closed once work activities to address the issue are complete, following acceptance of '*said*' resolution by the end user.

Supporting the service desk and the CLT IT Support Team

- Working on issues escalated by the service desk and the CLT IT Support team, ensure you maintain the documentation and communication for the issue right throughout the query chain.
- Identifying when business critical IT services are impacted and adjusting the ticket priority accordingly.
- Leading your team to identify the fix and any underlying problems that could cause repeat issues. Report this to CLT Director of IT for review.
- Communicate any ongoing issues to relevant CLT IT Support Team to ensure no time is wasted on repeat troubleshooting (knowledge transfer).

Liaising with 3rd party suppliers

- When required raising cases with 3rd party vendors for supported products.
- Ensure regular updates to the tickets to meet SLA requirements.
- Where required arrange access to sites or servers for further support.
- Provide full and clear documentation of the issues to allow for the quickest support.
- Report progress of ongoing cases throughout the CLT IT Support Team.
- Escalate case with supplier when required.
- Report and document any action carried out by the 3rd party.

<u>Department Organisation Structure</u>

- Reports to the CLT Director of IT.

Job descriptions may change and/or be amended, the postholder may be required to fulfil other duties commensurate with the role.

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HEALTH & SAFETY

All staff will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

SAFEGUARDING

Collaborative Learning Trust is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) checks.

In line with KCSiE 2025, we will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any matters that are publicly available online, which we might want to explore with you at interview.

Signed …………………………………………………..

Date…………………………………………………………

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PERSON SPECIFICATION – NETWORK MANAGER

Title of Post	Network Manager
Specification Prepared By	Senior HR Assistant
Date	January 2026

Qualifications		Essential/ Desirable (E/D)	How identified
1.	Good standard of education – 5 GCSE's or equivalent	E	Application and Selection process
2.	IT-focused Degree, or recent professional qualification relevant to the role	D	

Experience and Professional Development		Essential/ Desirable (E/D)	How identified
1.	Experience of working in the IT department of a mid-sized organisation	E	Application and Selection process
2.	Previous experience with a ticketing system	E	
2.	Experience in a supervisory role	E	
3.	Technically '*excellent*' with demonstrable track record and extremely competent	E	
4.	A strong desire and focus on continued improvements and personal development.	E	

Knowledge		Essential/ Desirable (E/D)	How identified
1.	Up to date knowledge of current industry trends and emerging technologies and best practices.	E	Application and Selection process
2.	Excellent knowledge of MS Platforms (Hyper-V, Failover Cluster Manager, M365, Intune & Entra, MS OS' (server & desktop).	E	

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		Essential/ Desirable (E/D)	How identified
3.	Strong working knowledge of switching protocols and routing/configuring of VLAN's	E	
4.	MDM's, Deployment Services (MDT), Sophos XDR, Next Gen Firewalls, Filtering & Monitoring within an Education setting.	D	

Skills and Abilities		**Essential/ Desirable (E/D)**	**How identified**
1.	Strong time management and self-motivation skills	E	Application and Selection process
2.	The ability to effectively manage resources and others' time	E	
3.	Proven ability to work under pressure and with other team members	E	
4.	Excellent problem-solving skills	E	
5.	Very strong communicator	E	
6.	A desire to be part of an overall team and achieve team goals	E	
7.	High standard of report writing/presentation skills	E	
8.	Approachable demeanour	E	

Personal Attributes		**Essential/ Desirable (E/D)**	**How identified**
1.	A commitment to positive teamwork and collaboration to achieve results	E	Application and Selection process
2.	A commitment to continuing professional development	E	
3.	A high standard of professional appearance	E	
4.	Adaptability to changing circumstances and new ideas	E	
5.	A sense of humour and perspective	E	
6.	Excellent interpersonal skills, approachable to all members of the Trust	E	
7.	An appetite and stamina for challenging work	E	

		Essential/ Desirable (E/D)	How identified
8.	A solution-focused mindset and determined "no excuses" approach to raising standards	E	
9.	Commitment to upholding the schools' and the Trust's ethos, values, policies and procedures	E	
10.	An ethos to make a difference and genuine fervour to help people	E	
Equal Opportunities		**Essential/ Desirable (E/D)**	**How identified**
1.	Acceptance of, and a commitment to, the principles of the schools' and the Trust's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the students and community	E	Application and Selection process
2.	Commitment to equal opportunities policies relating to all protected characteristic in an educational context	E	
Safeguarding		**Essential/ Desirable (E/D)**	**How identified**
1.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Selection process and completion of an Enhanced DBS check
2.	Has appropriate motivation to work with children and young people and can relate to them	E	
3.	Displays commitment to the protection and safeguarding of children and young people	E	
4.	Good knowledge and understanding of the importance of safeguarding students and the welfare of staff and the action to take to support this	E	
Personal Circumstances		**Essential/ Desirable (E/D)**	**How identified**
1.	Legally entitled to work in the UK	E	ID
2.	No contra-indicators in personal background or criminal record in showing unsuitability to work with children/young people/ vulnerable clients/ finance	E	Completion of Criminal Background declaration

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			and Enhanced DBS check
3.	Willingness to complete a Pre-Employment Health Declaration if appointed	E	Pre-Employment Health Declaration
4.	Willingness to work additional hours, occasionally, if required for the successful operation of the Trust	D	

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GUIDANCE FOR COMPLETION OF
THE ON-LINE APPLICATION FORM

Please complete the application form in full, giving as much information as possible and answering **all** questions before submitting the application.

REFERENCES

Please supply details of two referees, one of which must be your current or most recent employer. If you are currently working in a school setting then one of the referees must be the current Headteacher. Friends and family cannot be used as referees.

If you are not currently working with children, but have done so in the past, then an additional reference from that employer will be required.

Safer Recruitment procedures require that we contact at least one referee before interview.

EMPLOYMENT HISTORY

Please list previous appointments in sequence, current or most recent first. Please include your salary grade in the Position Title e.g.. Reception Teacher M4 + TLR2A. Please also include at the end of the Responsibilities section the reason why you left the post e.g. promotion, relocation etc. Please also list other work experience and the details and nature of the work/activity. If you were not in work at any time please give details of what you were doing e.g. Gap Year Jan 2011-Jan 2012, Unemployed July 2010–December 2010 etc.

EDUCATION HISTORY

Please ensure that you advise all your qualifications, in date order current or most recent first, including those obtained at school. Please advise the grade achieved with regard to degree qualification i.e. BA in History 2:i. Please list all A levels together in one box and in another box list all GCSEs together, along with the grades obtained.

OTHER COURSES OR PROFESSIONAL DEVELOPMENT

Please include any professional development that may be relevant including dates and grades obtained.

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INFORMATION TO ADDRESS THE PERSON SPECIFICATION

Please use the sections provided to detail your Skills & Abilities, Knowledge and Experience as described in the Person Specification and relevant to the Job Description. You can use the Additional Information section to detail anything else that you feel is relevant to the role and why you feel you would be an ideal candidate for this post.

STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

- As an organisation which is exempt from the Rehabilitation of Offenders Act and using the Disclosure & Barring Service to assess applicants' suitability for positions of trust, we comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We do not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

- We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background

- We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.

- All applicants who are offered employment in a school will be subject to an Enhanced Disclosure and Barring Service (DBS) check. This will include details of cautions, reprimands and warnings as well as spent and unspent convictions. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant. A statement advising that a Disclosure will be requested in the event of the individual being offered the position will be shown in all job adverts and recruitment packs.

- We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Applicants must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013).

- We ensure that staff involved in recruitment have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974 and its amendments in 2013) and know how to access advice and support.

- You will have the opportunity for an open and measured discussion on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or disciplinary action which could result in dismissal.

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- We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.

- We undertake to ensure that any matter revealed in a Disclosure is discussed with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

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01943 262203

www.collaborativelearningtrust.com

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